

~~ADMINISTRATIVE - INTERNAL USE ONLY~~

PID - 5/64
15 January 1964

MEMORANDUM FOR: Assistant for Administration/NPIC
THROUGH: Executive Director/NPIC
FROM: Chief, CIA/PID (NPIC)
SUBJECT: Scheduling of Construction and Movement of Personnel
Necessitated by Remodeling

1. When remodeling of the third floor is scheduled we ask that the following timing of work and movement of personnel be directed by your office.

2. PID will be condensing and reassigning personnel within a much smaller area, due to releasing to PAG the entire space now occupied by the PID Industrial Branch. PAG will be expanding and will continue to operate as is, I assume, until the PID/IB space is remodeled and ready for occupancy. I do not imagine they will occupy the new area prior to new construction only to have to vacate for remodeling. In view of this please schedule 3rd floor remodeling as follows:

- A. First, complete PID remodeling.
- B. Second, vacate the PID/IB area and effect orderly reassignment of space and personnel within PID with a minimum disruption of work.
- C. Third, construct the new wall separating the former PID/IB area from PID.
- D. Fourth, remodel the former PID/IB area to meet PAG specifications.
- E. Fifth, effect orderly reassignment of space and personnel within PAG with a minimum disruption of work.

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